

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 11th February 2013 at 7.15pm in the Council Chamber.

Present:

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| Mr M Azmoodeh | Mr P Mills |
| Mr N Beecroft | Mr J Ogden |
| Mr A Comber | Mrs S Ogden (Chairman & District Councillor) |
| Mr D Fairbrother | Mr C Rayworth |
| Mr G Lynch (District Councillor) | Rev R Spittle (Vice Chairman) |
| Mrs J Smith | |

In attendance: Mrs V R Read (Clerk to the Town Council)
Mrs J Francis (Deputy Clerk to the Town Council)
Mrs L Bennett (Administrative Assistant to the Town Council)
Mr C Hudson (County Councillor)
Mr S Hudson County Councillor)
Mr M Grimwood (District Councillor)
Mrs D McCallum (District Councillor)
Mrs M Neale (District Councillor)
9 Members of the Public

1. Apologies

Mr M Amoss – work commitments
Mrs N Goodchild – illness
Mrs J Klaschka – illness
Mr P Miller – illness
Mr M Percy (Youth Parliament Member) – alternative meeting

2. Declarations of Interest

Mr Comber declared a local non-pecuniary interest in item 7.e., Financial Matters, Kesgrave Market, as a Director of Rupert Fison Centre and a Scout Leader, and remained in the meeting while consideration and discussion of the matter took place.

Mr J Ogden declared a local non-pecuniary interest in item 8.a.iii., Planning and Development, C12/2264 as a near neighbour, and remained in the meeting while consideration and discussion of the matter took place.

Mr C Rayworth declared a local non-pecuniary interest in item 8.a.i., Planning and Development, C13/0064 as a near neighbour, and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a local non-pecuniary interest in item 7.b., Financial Matters, Transfer of Reserve Funds, being the Vicar of All Saints Church, and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a local non-pecuniary interest in item 12.a., Youth Club Provision, being a Youth Worker employer and remained in the meeting while consideration and discussion of the matter took place.

3. Minutes of the last regular meeting held on 14th January 2013

Members were advised the draft issued had been altered to correct the mis-spelling of Mr Fairbrother's name. The substantive minutes were then altered in response to his request regarding the recorded vote on the Budget and Precept. The minutes having been issued, were then taken as read, approved and signed by the Chairman.

4. Matters arising

- a. Late items for information** Nothing to report.

5. Reports from Chairman and Vice Chairman

The Chairman reported:

- she had attend the Boundary Commission review at SCDC
- she had attended Myrtle Ferguson's funeral.

The Vice Chairman had nothing to report.

An adjournment was declared:

- to receive reports from the County and District Councillors

Mr S Hudson, County Councillor, gave a report on:

- the SCC Budget meeting and there being no increase in the Council tax
- and invited requests for the remaining Locality Budget fund.

Mr C Hudson, County Councillor, spoke on:

- requests he'd received for Locality Budget, cheaper travel for young people, use of Libraries, the Green Suffolk website, £2.5million savings still required from the SCC budget, and the flood defences financing planned for Ipswich

Mr M Grimwood, District Councillor, spoke on:

- the Boundary Commission consultation, Grants Task Group meeting and the Persimmon Homes Exhibition regarding Long Strops.

Mrs McCallum, District Councillor, explained:

- there is no application at the present time for the Persimmon Homes proposals for Long Strops. She also gave details on the East Egg Hunt which will commence at 9.00am on Easter Sunday, the 5k Fun Run to be held on 5th May and the Bike Show on the 20th of April.

Mrs Neale, District Councillor, reported on:

- the Textile collection scheme, the collective "Switch to Electricity" scheme, the Police Commissioners plan with its emphasis on victims and the Persimmon Homes proposals.

Mr Lynch, as District Councillor, reported:

- the Persimmon proposals and the grant request to SCDC from Suffolk Coastal Accessible Transport;
- he had asked for:
 - notification to be made to the Town Council of temporary suspensions of bin collections;
 - and as a District Councillor for Kesgrave East, for the Planning application for 217/219 to be referred to Committee .

Mrs Ogden as District Councillor, reported:

- there could be no comment as yet on the Persimmon proposals and reminded residents of the opportunity to express views on the SCDC budget on the website.

- **to receive Police Matters reports**

Members had sight of the following reports which are held on file.

- 1 12PT monthly report
- 2 Kesgrave and District Safer Neighbourhood Community Engagement meeting minutes

– **to allow members of the public to speak**

The Chairmen reminded residents of the need to be concise and not repetitive when expressing their views.

Residents present raised concerns over the Persimmon proposals and the increase in the Precept and therefore the Council Tax.

Mr Rayworth explained the £50k loading for the Pavilion alterations is responsible for most of the increase. Substantial external funding is being made available and the loading is planned for 3 years only. The Clerk showed members of the public the plotting of the responses received on the consultation exercise for the proposed alterations. Queries were raised over the proposed use for the Pavilion, the hours of use and other details. It was agreed an email group could be set up to keep residents informed of the progress of the Pavilion project and the Persimmon proposal. Seven email addresses were submitted.

6. Notices and Correspondence

a. Items for discussion

The following items were brought to Members' attention:–

- 1.D.** Community Magazines, where no issues were raised by Members.
- 2.D** A thank you letter received from the Kesgrave Good Neighbour Scheme for the KTC donation.
- 3.D** Two thank you letters received from the Kesgrave and District Help Centre for the KTC donation.

A copy of the lists of Notices and Correspondence, including those for information only, were made available for each Councillor and are attached at **Annex 1** to the permanent copy of these minutes.

b. Councillor Representative Reports None.

7. Financial Matters

a. Receipts and Payments Copies of the statements of Receipts & Payments were made available for each Councillor and are attached at **Annex 2** to the permanent copy of these minutes. Council agreed the Receipts & Payments be accepted with no further discussion and settlement of the accounts was **approved**.

b. Transfer between accounts Council **agreed** a transfer of £25,700 be made from the Instant Access Account to the Ordinary Account.

c. Transfer of Reserve Funds

| | | |
|----------------------------------|----------|------------------|
| Spark grant | 500.00 | To Youth Club |
| Resident donation | 40.00 | To Youth Club |
| Youth Club sessions 4 & 6/12/12 | 71.85 | To Youth Club |
| Youth Club session 11 & 13/12/12 | 39.10 | To Youth Club |
| Youth Club session 18/12/12 | 44.30 | To Youth Club |
| New Cemetery directional signs | 120.00 | From Cemetery |
| New Cemetery noticeboard | 692.51 | From Cemetery |
| New street nameplate | 76.70 | From Cemetery |
| Youth Club float increase | 100.00 | From Youth Club |
| Photocopier rental | 1,400.00 | From Photocopier |

d. Banking arrangements Council were informed all the documentation to have Mrs Bennett added to the banking mandate and the application for a Government Procurement Card in the name of the Town Council has been completed and sent to Barclays to process.

e. Kesgrave Market The Market spread sheet had not been fully updated however, this will be rectified for presentation at the March Council meeting.

Two Members of the public left.

f. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960

The Council resolved that the public and the press be excluded for consideration of item 7.g. Staffing issues, since publicity would prejudice the public interest by reason of the confidential nature of the business, and that these matters be deferred to follow item 17 on the agenda.

The following item was taken after Item 17 and is minuted there.

g. Staffing issues

h. Late items for information None.

8. Planning and Development Matters

a. Planning applications received since 11th January 2013 The list of planning applications where comment was required, those which were not contentious and the decisions received, had been made available for each Councillor and is attached at **Annex 3** to the permanent copy of these minutes.

b. Boundary Commission Review The Clerk explained to Council the three stages of the Boundary Commission Review which had been brought about because of the variances in the number of electorate represented by District Councillors within the Suffolk Coastal district. Council agreed not to comment on the number of District Councillors which it is understood may be reduced. They will however debate the redrawn boundaries which will be drafted later in the year when the Boundary Commission provides the relevant information.

c. Long Strops Consultation This item was discussed at length during the adjournment.

d. SCDC Area classification Members were reminded an alternative name for the Suffolk Coastal classification of the Ipswich Fringe has yet to be determined. With the impending Boundary Review this agenda item is to remain on the agenda for further discussion.

e. Late items for information Council have been advised:

- Modifications to the Suffolk Coastal Core Strategy consultation will be the subject of a 6 week consultation;
- Suffolk Coastal Scrutiny Committee Public meetings will be held on March 4th and 11th at 9.30am until 4.00pm at Riverside Centre, Stratford St Andrew. Affordable Housing will be the main topic for discussion.

9. Recreation and Amenities Matters

a. Minutes of the last meeting held 28th January 2013 Members had been issued with draft minutes of the meeting held on 28th January and these are attached at **Annex 4** to the permanent copy of these minutes.

i. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960

This Council resolves that the public and the press be excluded for consideration of item 9.a.ii. Play Equipment Improvements, since publicity would prejudice the public interest by reason of the confidential nature of the business, and that these matters be deferred to follow item 17 on the agenda.

The following item was taken after Item 17 and is minuted there.

ii. Play Equipment Improvements and Provision, Additional Play Equipment Revised Quotes (R&A Item 15.a) .

Mr Grimwood left.

b. Roads, footways and footpaths None.

c. MSG Pavilion Consultation With plans possible for the area south of Long Strops the planning application for the Pavilion will not be submitted this month. The proposed development had been unexpected and the possible impact this could have on the alterations for the pavilion must be considered.

d. POS Adoption

i. Fentons Wood Members were reminded of the history surrounding the future management of Fentons Wood. While originally declaiming to take ownership, the Town Council had indicated a very serious interest in doing so at a meeting with SCDC in September 2012. It was understood Taylor Wimpey had intended to appoint their own management company but in doing so were required by Suffolk Coastal to fulfil certain Conditions placed on the development of Area FF.

The Chairman, as a District Councillor, stated she had not managed to find out any further information regarding Fentons Wood. Mrs Neale was asked if she had any knowledge on this matter and stated although SCDC had requested more clarification from Taylor Wimpey their response had been to supply a copy of the original documentation.

With no feed back on their offer and the appearance of markers on some of the trees within the wood Council have growing concerns over the long term ownership and management of this POS and the ability of SCDC to secure this for Kesgrave.

ii. Oak Meadow Nothing to report.

e. Late items for information None.

10. Annual Town Meeting

Council were reminded the Annual Town Meeting will be held on the 25th March at the Community Centre at 7.15pm. This is not a Council meeting but is hosted by the Council Chairman if present.

11. Community Information Project (CIP)

This project is still being progressed but needs a more user-friendly interface.

12. Divestment (previously listed as 'The Big Society')

a. Youth Club Provision A new Senior Worker for Tuesday evening and a Clerical Administrator for the Youth Club have been appointed.

b. Library Provision

i. Working Party meeting Members had been issued with a copy of the notes of the Working Party meeting held on 28th January which are held on file. Council were advised calling a working party meeting with the Library Staff had been delayed while the IPS complete some staff appointments. When meetings are recommenced Mrs Wheeler has stated she will wish to be present when possible.

c. Late items for information None

13. Members Interests

There was nothing further to report

14. Policy Documents

Council considered and **agreed** to adopt the Policy document which had been issued on Grant Approval and which is attached at **Annex 5** to the permanent copy of these minutes.

15. Retrospective Working Party

Members were reminded the Retrospective meeting to be held on the 18th February had been postponed as Planning and Development meeting is now required.

16. Report from Clerk and Press Officer

a. Kesgrave News articles Articles have been submitted for publication on:-

Page 3: Long Strops

Others: The Market
Admin Asst advert
Myrtle Ferguson

b. Other issues None.

17. To receive any such other communications or matters of sufficient urgency that the Chairman will allow for discussion.

None.

Members of the Public left the meeting and the Council were able to consider the following.

Miss Hall remained in the meeting for the following Item as Project Officer.

9. Recreation and Amenities Matters

a. Minutes of the last meeting held 28th January 2013

ii. Play Equipment Improvements and Provision, Additional Play Equipment Revised Quotes (R&A Item 15.a). Council were reminded of the prolonged investigations and plans for augmenting the Play Equipment on Oak Meadow. Although the equipment had been chosen progress had been delayed as surface treatment specifications have altered and costs have risen. Planning permission has now been granted for both the equipment and the surface treatment, and grants can now be sought. Council **agreed** to progress the project in seeking funding in the knowledge that a contract with the chosen supplier Kompan, at a cost of £79,933.32 (including 20% VAT £13,322.22), will only be entered into if sufficient funding is available. It was also agreed that the Council would seek grant funding for the Oak Meadow Play Project from Viridor Landfill Credits (one of the landfill tax-credit bodies).

The addition of fencing around the equipment was not included in the quotation as this would increase the costs still further. It was agreed not pursue installation at the present time but this will be addressed as a separate issue when further funding can be located. Reverend Spittle volunteered to advise the resident who had asked for fencing of this decision.

7. Financial Matters

g. Staffing issues

Council discussed the Policy agreed at the January meeting regarding Employment which is attached at Annex 6 to the January minutes. Members were still discomforted with having such a policy and some considered it not to be necessary. It was agreed the Clerk will ask SALC for advice on Employment law, in particular for how Senior positions should be advertised and confirmed. This issue will therefore be agendad for the March meeting. **Later:** The Clerk identified that the Policy as attached to the January minutes was that which had been presented to Council at that time. The final paragraph, which was read to Council in February, did not therefore include the wording agreed at the January meeting. This further confused the debate. The document with the revised final paragraph agreed in January is attached to these minutes at **Annex 6**.

During the prolonged debate on this issue Members were advised that Job descriptions are in place for all posts. In recognition of the need for succession planning for the safeguarding of the Councils long term viability a training schedule is also now in place for the current Administrative Assistant to advance her career should she wish to do so.

Some discussion was held on the advisability and practicality of Appraisals but no decision was reached.

The Chairman stated that Council have every confidence in the ability of the Staff to carry out the duties required from them.

Mr Rayworth drew Members attention to the increasing Staff workload with the many issues which Council are at present having to address. He considered overloading the Clerks with issues of little immediacy should not be pursued. The Clerk instanced two issues which are not pressing:

- the Retrospective meeting which requires Clerical presence but should not be taking decisions: Council agreed to plan for a retrospective meeting to be held in June, and a date will be determined. Copies of notes from previous meetings will be issued.

- the suggestion of expanding the agenda with further information. As was clearly demonstrated at the February meeting, residents who are concerned over a particular issue do contact the Council and attend meetings. The Clerk advised that by expanding the agenda Council could find themselves restricted in their decision or criticised for debating an issue not specifically itemised. Neighbouring Councils have been asked to supply copies of their agendas and the Kesgrave one strikes a happy medium.

Later: One issue which was to have been considered at the next retrospective was that of Mr Fairbrother's suggestion of a rotation of the holder of the Chairman's position. The Chairman and Clerk agreed this will be agendad for March.

Date of next meeting: Monday 11th March 2013 in the Council Chamber at 7.15pm

The Chairman closed the meeting at 9.48pm.

Chairman